

**PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK
IN-SCHOOL & OUT-OF-SCHOOL YOUTH ACADEMY PROJECTS**

**RFP #08-001 - BIDDER'S CONFERENCE
FEBRUARY 5, 2008; CAREER TRANSITION CENTER
FEBRUARY 6, 2008; TORRANCE CAREER CENTER**

QUESTIONS AND ANSWERS

QUESTIONS:

- Q.** Why isn't Carson included in this RFP?
A. This solicitation is for youth service providers who are able to provide services to youth participants of the Pacific Gateway Workforce Investment Area, which includes the Cities of Long Beach, Signal Hill, Lomita, and Torrance.
- Q.** When you refer to Out-of-School do mean youth that have dropped out of school?
A. The definition for Out-of-School youth includes youth who are high school drop-outs and have not earned a GED. There are additional definitions for Out-of-School youth, which may be found in the Purpose section of the RFP.
- Q.** What is a C.N.A.?
A. A C.N.A. is a Certified Nurses Assistant.
- Q.** Is post testing every 30 days a requirement as discussed on Addendum 1.
A. Post testing for Basic Skills is required every 30 days, while post testing for Occupational Skills and Work-Readiness is required at the completion of each training module(s).
- Q.** What is the definition of part-time employment?
A. Although not specifically defined, part-time employment is generally considered 32 hours or less per week.
- Q.** Does part-time employment have to be paid?
A. As it relates to performance outcomes, employment, whether part-time or full-time, must be paid and unsubsidized.
- Q.** Does continuation/alternative school qualify as Out-of-School?
A. No
- Q.** Is alternative school considered In-School?
A. Yes
- Q.** How is a student in college and not basic skills deficient qualified?

- A.** A high school graduate/GED attending post high school education and not basic skills deficient is considered to be an In-School youth.
- Q.** How old may a youth be to participate in the Program?
- A.** Youth served under this proposal may be 16-21 years old. However, any youth recruited by subcontractors who are 14-15 years old, must be referred to other appropriate programs and services.
- Q.** Does a non-public special education school qualify as In-School?
- A.** Yes
- Q.** When do you determine when outcomes are achieved?
- A.** Performance outcomes are achieved at different times, depending upon the activity being measured. Some outcomes are achieved prior to exit, while others are achieved at or after exit. Refer to Addendum 1 for additional information.
- Q.** Is the contract for common or core measures?
- A.** Addendum 1 refers to required WIA Youth Performance Measures. These measures take into consideration Common Measures, newly authorized by the State, and local measures required by the Pacific Gateway Workforce Investment Network. Contracts resulting from this RFP will be based on Performance Measures referenced in Addendum 1.
- Q.** Are alternative programs considered In-School or Out-of-School?
- A.** In-School
- Q.** Where can we find more information on the TABE and Common Measures?
- A.** Refer to links that have been placed on our website, www.pacificgatewayworkforce.com.
- Q.** Explain the difference between eligibility and enrollment.
- A.** Eligibility refers to the process for determining youth's eligibility to be served under the Program (i.e., age, income, barriers). Enrollment is the process for enrolling youth in the Program, via MIS documentation, once they have been determined eligible to receive services.
- Q.** Is the Microsoft Office Certificate considered an acceptable industry-recognized certificate and does it count toward the Certificate Attainment Performance Measure?
- A.** Yes, if incorporated as part of the proposed program design and the occupational skills training provided by the subcontractor.
- Q.** Do you have enrollment forms for us to use?
- A.** Yes. Agencies contracted to provide youth services as a result of this solicitation will be provided with enrollment and other MIS forms required. Training will be provided to contracted agencies.

- Q.** My organization provides arts and services for disabled youth. They create and sell art and are trained on managing accounts, using invoices, receipts, etc. Am I eligible to apply?
- A.** In regards to program design, proposals submitted in response to this RFP must ensure that required service elements are incorporated and that any and all other stipulations referenced in the RFP are met (i.e., Basic Skills Assessment/Remediation, Work-Readiness Skills Training, Occupational Skills Training/Industry-Recognized Certificate, etc.). Refer to the RFP for additional information on organizations eligible to respond.
- Q.** Do they have to earn a certificate?
- A.** Yes. Youth participating in the Program are required to earn an industry-recognized certificate.
- Q.** We are a non-public school. Can we create a certificate of completion? What constitutes an industry-recognized certificate?
- A.** An industry-recognized certificate is a certificate that recognizes the attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation and is issued by an agency referenced on the Bidder's Conference Power Point Presentation.
- Q.** May an industry-recognized certificate be provided by a ROP?
- A.** Yes
- Q.** Do you have a computerized tracking system?
- A.** Yes. Agencies contracted to provide youth services as a result of this RFP will be required to utilize our computerized case management system. Training will be provided.
- Q.** Do you administer Los Angeles County summer youth programs?
- A.** Yes. The Pacific Gateway Workforce Investment Network has, in the past, been provided with funding from Los Angeles County to administer a summer jobs program for youth.
- Q.** Can we work with you on youth County summer youth programs?
- A.** The Pacific Gateway Workforce Investment Network has not yet received an announcement from the County that it will be provided funding for a summer jobs program.
- Q.** Do summer jobs count as employment?
- A.** Yes, as long as that employment is un-subsidized.
- Q.** Is there any benefit to refer out participants to the County program?
- A.** This would depend upon the program design proposed by the RFP respondent.

Q. What is unsubsidized employment?

A. Unsubsidized employment is employment not subsidized (ex., work experience, on-the-job training) by any other funding.

Q. Do positions funded by grants qualify as unsubsidized employment?

A. Positions funded by grants are usually considered subsidized employment. However, various factors would need to be taken into consideration when determining whether employment is or is not considered subsidized or unsubsidized.

Q. Does a private industry funded internship qualify as unsubsidized? Give us a scenario of an unsubsidized position? *(Attendee provided example of youth interning at Boeing and the internship being funded by Boeing.)*

A. Yes, under this example, this would be considered unsubsidized employment.

Q. Do internships qualify as unsubsidized employment?

A. Refer to the above two responses.

Q. If we plan on using the CASAS as opposed to the TABE, do we include that in our proposal?

A. Yes. Agencies responding to this RFP may request to use a basic skills assessment other than the TABE. A description of the proposed assessment tool and an explanation as to why it is being proposed should be included in the agency's RFP response.

Q. Are we required to get youth employed in a specific geographic area?

A. No

Q. Responses to the RFP are required to be in a specific font and size, as well as provided on a specific size of paper. However, the RFP does not specify margin sizes and line spacing.

A. Responses to the RFP should be set at 1" margins and single-spaced.

Q. On the required Verification Form, who can respond? Does it have to be a federal entity?

A. Any organization having provided funding to the agency responding to this RFP may complete the Verification Form. The agency providing information/feedback does not have to be a federal entity.

Q. How many contracts will you be awarding for Lomita and Torrance?

A. An estimate of 3-8 contracts will be awarded to agencies providing services and programs to In-School and Out-of-School youth residing in Long Beach, Signal Hill, Lomita and Torrance. It has not yet been determined how many contacts will be awarded specifically to agencies serving Lomita and Torrance.

Q. Does the target population have to have residency in the local area?

- A.** Youth served under this RFP must have a right to work in the United States.
- Q.** The RFP says that approximately 375 youth will be served, does that mean that one organization will have to service that number of youth?
- A.** No
- Q.** What are the payment requirements? Is invoicing once a month?
- A.** Agencies awarded contracts will be required to submit invoices on a monthly basis. Forms will be provided to these agencies for invoicing purposes. Training will be provided.
- Q.** What is the minimum number of youth an agency can serve?
- A.** There is no minimum number of youth that an agency must serve. However, in the past, agencies contracted to provide youth services, through the Pacific Gateway Workforce Investment Network, have averaged 25-35 youth per agency.
- Q.** Can the required forms be made available in Word?
- A.** Forms required for RFP submission have been placed on the website, www.pacificgatewayworkforce.com.
- Q.** Does the RFP require that the responding agency provide health care benefits to employees?
- A.** No
- Q.** Is the number of youth to be served by each contracted agency negotiable?
- A.** Yes
- Q.** If we have subcontractors of our own, will they be audited as well?
- A.** No
- Q.** Are you required to keep documents pertaining to this program for a specific time?
- A.** Yes. Record retention requirements will be referenced in subcontracts.
- Q.** Can we get a list of potential partners?
- A.** Contact information for those who attended the Bidder's Conference, and provided their approval, has been placed on the website, www.pacificgatewayworkforce.com.
- Q.** Do you think common measures will start July 1, 2008?
- A.** The State received notification from the Department of Labor, approving the implementation of common measures as of July 1, 2007.
- Q.** Would an employer-initiated certificate following training or an OJT be recognized and acceptable as a certificate of completion?

- A.** Yes, if the certificate recognizes the attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation and is issued by an agency referenced on the Bidder's Conference Power Point Presentation.
- Q.** What happens if the participant gets an industry-recognized certificate on their own – can that be used?
- A.** Yes, if the certificate is part of the youth's service plan and connected to the occupational skills training received.
- Q.** What is acceptable as a cash match?
- A.** Per the RFP, cash match is defined as a contribution of funds made available to the subcontractor (lead agency), to be used specifically for project activities. Examples include money received from employers, foundations, private entities or other organizations.
- Q.** Is this for all youth?
- A.** Proposals submitted in response to this RFP are intended to serve youth ages 16-21.
- Q.** There are 7 measures, which ones were removed?
- A.** Earnings Increase and both Retention measures.
- Q.** What is the separation of ages for older and younger youth?
- A.** In regards to performance, youth are not separated by age. However, younger youth are defined as youth ages 14-18, and older youth are defined as youth ages 19-21
- Q.** Is there a percentage of out-of-school youth to be served?
- A.** It is estimated that two-thirds of the total number of youth to be served will be Out-of-School youth.
- Q.** After this, how do we ask questions?
- A.** Questions may only be provided in written format, and should either mailed or hand delivered to RFP #08-001 Review Team, Pacific Gateway Workforce Investment Network, 3447 Atlantic Avenue, Long Beach, CA 90807; emailed to sally_ghan@longbeach.gov; or faxed to (562) 570-3657. The deadline to submit questions is 4:00 p.m. on Wednesday, March 12, 2008.
- Q.** Will youth requirements change during the life of the RFP?
- A.** No, eligibility requirements have not changed.
- Q.** If you have a partner handling 16 – 18 year olds and we are handling 19 – 21 year olds, can that be written into the proposal?

A. Yes. However, one agency must be designated as the Lead Agency and agencies proposing to service both In-School and Out-of-School youth must submit two separate proposals in response to this RFP.

Q. What is the “In-School” and “Out-of-School” definition as far as performance?

A. For the purposes of this RFP, the In-School and Out-of-School definition is not relevant to performance measures referenced on Addendum 1.

Q. What do you do with 16 year olds?

A. It is for the responding agency to determine the most appropriate program design and partner collaboration that would maintain youth engagement and ensure positive outcomes for the participating youth as well as the program overall.

Q. Is a HS diploma/GED recognized as a certificate?

A. For purposes of Performance Measures, Yes. However, respondents to this RFP are to ensure that youth participating in the program will earn an industry-recognized certificate that is in-line with the respondent’s proposed program design.

Q. Don’t you need a HS diploma to get an industry-recognized certificate?

A. Not necessarily.

Q. Does the TEGL reference the changes in common measures?

A. Yes. Refer to www.pacificgatewayworkforce.com for related reference materials.

Q. Do youth still have to increase one grade level?

A. Youth, who are assessed deficient, must attain at least one basic skills goal, which represents an increase in an educational functioning level, within one year of the date set or prior to exit.